

Four-Year Voter Record Maintenance Protocol
Guide to Clerks and Election Commissioners
Notice of Suspension of Registration

Which voters will receive the Notice of Suspension of Registration Postcard

On February 1, 2009, a process was run in SVRS that identified 313,205 voters as eligible for suspension. The voters identified and sent a Notice of Suspension of Registration met the following criteria on February 1, 2009:

1. The elector had a status of Active – Registered in SVRS.
2. The elector was originally registered on or before December 31, 2004.
3. The elector was not in a status other than active since December 31, 2004.
4. The elector did not have a default registration date of 1/1/1918 in SVRS.
5. The elector was in a jurisdiction that had converted voter history in SVRS from a time before 2006.
6. The elector has not voted in any election after December 31, 2004, regardless of whether the elector may have updated his or her registration during the same period.

The voters who met the selection criteria were updated in SVRS to a status reason of “Active – Suspended (4 Years Notice)”.

Many municipalities had not completed entering voter registrations and voter history for the 2008 November Election by February 1, 2009. If a voter’s registration or voting history was updated after February 1, 2009, the voter still will be sent a postcard addressed to the information that was on their voter record on February 1, 2009. Some voters who voted in November 2008 Election may receive the Notice of Suspension of Registration postcard.

When was the Notice of Suspension of Registration sent?

On February 20, 2009, the Notice of Suspension of Registration postcard was sent to all voters identified as eligible for suspension on February 1, 2009.

Who is responsible for processing returned Applications for Continuation and Notices of Suspension of Registrations?

G.A.B. staff will be responsible for processing returned Applications for Continuation of Registration, and returned Notices of Suspension of Registration. The returned Application for Continuation must be scanned into SVRS under the record returned mailings node. This functionality will not be available until after March 14, 2009, when a new version of the SVRS code will be deployed. Therefore clerks are advised to send returned Applications for Continuation of Registration to the G.A.B. If you wish to process the returned Application for Continuation of Registration, please contact G.A.B. for instructions after March 14, 2009.

The return address on the Notice of Suspension of Registration postcard and the corresponding Application for Continuation of Registration is the G.A.B. address. G.A.B. staff will inactivate any voter records marked as “Active – Suspended (4 Years Notice)” after the 30 days for voters to respond has passed.

If a voter contacts the clerks office in response to the Notice of Suspension of Registration or if the voter has voted in the November 2008 Election or later elections, can the local clerk accept their Application for Continuation of Registration, or in the case of voting, update the voter’s status to “Active – Registered”?

Yes, Providers and Self-Providers can update a voter’s status reason in SVRS from “Active – Suspended (4 Years Notice)” to “Active – Registered.” The voter must have returned the Application for Continuation of Registration directly to their municipal clerk, or the voter must have voted in the November 2008 Presidential and General Election or any election after November 2008, i.e. the February 19, 2009, Spring Primary or the April 7, 2009, Spring Election.

Voters who call and wish to continue their registration should be encouraged to return their signed Application for Continuation of Registration Postcard to the G.A.B by mail. G.A.B. staff will update the status of voters who return an Application for Continuation of Registration to the G.A.B. All Applications for Continuation of Registration will be returned to the appropriate municipal clerk the week following April 11, 2008, along with a list of voters whose records were inactivated as part of the Four-Year Voter Record Maintenance process.

When is the deadline for responding to the Notice of Suspension of Registration?

The Application for Continuation of Registration within 30 days of February 20, 2009, the date Notice of Suspension of Registration was mailed. However, no voter records will be updated to “Inactive – 4 Year Maintenance” until April 11, 2009. Voters sent a Notice of Suspension of Registration will remain on the poll books for the February 2009 Spring Primary and the April 2009 Spring Election.

What if the voter has changed their name or address?

If the voter has not voted in any election after December 31, 2004, but has changed their name or address, the voter should not return the Application for Continuation of Registration. Voters who have changed their residence or name should complete a new Application for Voter Registration (EB-131).

What if I have military electors who can get ballots for 3 consecutive elections [WIS. STAT. § 6.865(3m)]?

If the voter is a military absentee voter, the Four-Year Voter Record Maintenance does not apply and the voter record should be updated to the status reason of “Active – Registered.” Clerks should reactivate any military electors who voted by absentee in any general election within the past 6 years. Clerks may contact their SVRS Election Specialist for assistance with updating any military electors with a status reason of “Active – Suspended (4 Years Notice)”.

How can a clerk get a report of the voters identified for the Four-Year Voter Record Maintenance?

A list of voters with a status reason of “Active – Suspended (4 Years Notice)” can be run from SVRS using the voter listing report.

1. Go to the Reports node. Click “Print Reports.”
2. In the Category field select “Voter.”
3. In the Reports field select “Voter Listing.” Click “Next”.
4. Click the “Custom” button under “Filter.”
5. In the custom filter form enter [And/Or = and; Field Name = “Status Reason Code”; Condition = “Equals”; and Value = “ASUSP”].
6. Tab out and click use filter (you may save the filter if you wish).
7. To sort click the “Custom” button under “Sort By” and in the Sort form select FieldName = “Last Name”; and Order = “ASC”; in the next line FieldName = “First Name”; and Order = “ASC”.
8. Tab out and click use sort (you may save the sort if you wish).
9. Chose the appropriate printer settings and print the list. If you wish to include the Status Reason Code on your voter listing report, you will need to modify the report.

Clerks who need help generating the report should call their SVRS Election Specialist or the G.A.B. Help Desk (608) 261-2028. Thank you!